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Purpose & Desired Outcomes
Porterville College Mission:

With students as our focus, Porterville College provides our local and diverse communities an excellent educational experience that fosters intellectual curiosity and growth, lifelong learning, and prepares our students for personal and academic success.

In support of our values and philosophy, Porterville College will:

- Provide quality academic programs to all students who are capable of benefiting from community college instruction.
- Provide comprehensive support services to help students achieve their personal, vocational and academic potential.
- Prepare students for transfer and success at four-year institutions.
- Provide courses and training to prepare students for employment or to enhance skills within their current careers.
- Provide developmental education to students who need to enhance their knowledge and understanding of basic skills.
- Recognize student achievement through awarding degrees, certificates, grants, and scholarships.
Fast Track Early College Purpose

The purpose of the Early College Program is to support the residents of the City of Porterville, its surrounding communities, and the County of Tulare to:

- Have a career-ready workforce
- Provide a roadmap to attain further education beyond high school
- Support children and families
- Support industries and businesses

Therefore, the Early College program will provide high school students with the opportunity to:

- Earn college credit while also meeting high school graduation requirements
- Get a head start on college education and career readiness
- Provide a seamless transition into college and career options
Objectives

- Produce a mechanism for planning, development, and implementation for education, vocational, and industry needs.
- Bring together K-12 and college partners to identify and determine how to best serve current and future student needs by recognizing education and industry standards/expectations.
- Reduce the length of time it takes for a student to obtain their educational and/or career goals.
- Establish early access to community college and to applicable coursework that is transferable to CSU and/or UC.
- Bridge the communication gap between secondary and post-secondary education.
- Bridge the educational gap between secondary and post-secondary education.

Desired Outcomes (Benefits)

Early College brings many benefits to students, families, schools, communities, and businesses/industries. Through this effort, we can work together to support students (and their families) to be successful. In doing so, we can offer a program that will: a) save time, b) save money, c) build and strengthen the partnership between high schools and college, d) increase student options and success.

Therefore, the benefits to students and families may include but not limited to:
- Ease of transition between high school and college
- Early college & career preparation and readiness
- Reassurance on the value of high school education (& to graduate)
- Motivation to pursue college
- Exploration of various education/college and career fields including multiple entry and exit points
- Exploration of career options and opportunities
Fast Track Early College: General Information
High school students can earn college credit through several methods. Students can use any or all of the methods below to attain college units.

**Dual Enrollment**
- Porterville College course taught on the high school campus during the regular school hours. The instructor is a qualified high school teacher who meets college teaching requirements and will serve as an adjunct faculty member.
- A college class taught on the high school campus where the instructor is a college faculty member (offered during the regular school hours).

**Concurrent Enrollment**
- High School student takes college course(s) on the Porterville College campus, online, and/or afterschool on the high school site protestor

**Articulation/Credit-By-Exam**
- Credit through an articulated Career Technical Education (CTE) course can be earned through a credit-by-exam process. The college faculty can determine what the “exam” may be for the purpose of assessing knowledge for the identified class. This can include but is not limited to a combination of: tests, papers, projects, essays, etc., or it can be only one of these elements. The faculty may decide to count the assignments, tests, projects, etc. for the identified high school class for assessment of knowledge & skills for this “exam” purpose. The discretion is with the college discipline faculty.
Fast Track Early College Process: Flowchart

1. HIGH SCHOOL (HS)
   - HS to make contact with Porterville College
   - PC Contacts: Sam Aunai and/or Kailani Knutson

2. PORTERVILLE COLLEGE (PC)
   - PC contacts discusses with applicable division
   - Applicable division & PC contacts to meet with HS

3. INTERNAL PLANNING
   - PC to have internal discussion & planning with key departments
   - PC Contact will communicate with HS

4. HS ACTIONS & HR PROCESS
   - If to proceed, the HS to provide times/days the class will be offered
   - HS teacher to submit an adjunct application & complete PC HR process

5. ADMISSIONS & RECORDS (A&R)
   - PC contact to connect with A&R about process
   - HS to assist HS students to apply to PC & submit HS certification form

6. PLACEMENT ASSESSMENT
   - Arrangements to be made with HS for the placement assessment as needed

The high school must identify their desired goals and purpose for seeking dual/concurrent enrollment opportunities with Porterville College.
High schools must have Internal discussions (and with applicable K12 district) prior to connecting with Porterville College.
A program of study/sequence of courses must be developed with the purpose and goals in mind together with Porterville College on any early college effort.
Explanation/Details of Process:

1. **High School (HS)** to contact the Porterville College (PC) about its dual enrollment interests through the point of contact
   - Kailani Knutson (kknutson@portervillecollege.edu/791-2294) and/or
   - Erin Cruz (ecruz@portervillecollege.edu/791-2332)

   **IMPORTANT:** There should be internal discussions within the high school and their respective district offices regarding intentions, goals, plans, and how early college opportunities fit within school and student plans. Furthermore, there needs to be identifiable goals and desired programs of study.

2. **Porterville College**
   The PC contact (applicable dean of instruction) will discuss with the appropriate division chair and discipline faculty. The PC contact (dean of instruction), chair, and/or discipline faculty will meet with the high school teacher/principal...vetting process.
   - a. Discuss goals, objectives, plans, expectations of the high school
   - b. Identify resources ---teacher & teacher qualification, equipment, facility, and other resources

3. **Internal Discussion & Planning**
   - PC will have an internal discussion and planning with key departments to determine if the request is possible and/or viable. (The high school should similarly have an internal discussion with its key partners and district office about its intentions, goals, and plans)
   - PC contact will communicate with the HS.

4. **HS Actions & Human Resources (HR) Process**
   - If to proceed, then arrangement of the class to be offered is made. Information regarding classes/times/days will be provided by the HS to PC by the designated timelines.
   - The teacher must complete the PC HR process if he/she will be teaching the dual enrollment course.

5. **Admissions & Records (A&R)**
   - In order to take college courses, high school students must complete an application for admission to Porterville College. This can be completed online [https://www.portervillecollege.edu/node/4114](https://www.portervillecollege.edu/node/4114)
   - PC contact to connect with A&R about process
   - HS to assist HS students to apply to PC & submit HS certification form (including transcripts)
   - PC Admissions & Records contacts
     - Andrea Anaya (aanaya@portervillecollege.edu/791-2402)
     - Erin Cruz (ecruz@portervillecollege.edu/791-2332)

6. **Placement Assessment:** Arrangements to be made for placement assessment with the HS as needed. Many college courses have English and Math prerequisite requirements. Therefore, high school students must take the college placement assessment.
High School Dual Enrollment Instructor
Instructor Application Process: Flowchart

2. TEACHER/INSTRUCTOR ACCOUNT
Create an account through the KCCD.EDU
https://careers.kccd.edu/user/new

2. APPLY
- With the login information, applicants may apply directly through
  https://careers.kccd.edu/postings/search

3. MATERIALS NEEDED
- Applicants will need to attach the following to the online application:
  a) resume,
  b) transcripts,
  c) any relevant materials as needed

4. PC & HR PROCESS
- Once the application is received, PC will review and forward the details for HR processing
- HR will require TB clearance, DOJ clearance, etc.
- HR will contact the applicant about completing the pre-employment process & documents. This will require a meeting with PC HR Dept.

5. APPROVAL
- Once all of the HR process has been completed, the employee will be issued with an employee ID number and information about obtaining the PC email account.

6. NOTIFICATION
- Upon completion, HR will notify the PC administration & staff about the new dual enrollment instructor
- PC will notify the instructor, high school of status.

This PC hiring process for the dual enrollment teacher/instructor will need to be completed at least one month prior to the start of the class.
Instructor Application Process: Explanation

1. **Teacher/Instructor Account.** The teacher/instructor will need to create an account through the Kern Community College District at [https://careers.kccd.edu/user/new](https://careers.kccd.edu/user/new)

2. **Apply online**
   With the login information, applicants may apply directly through [https://careers.kccd.edu/postings/search](https://careers.kccd.edu/postings/search)
   - Applicants will need to apply directly to the adjunct position specific to the subject/discipline for Porterville College e.g. business, interdisciplinary studies, math, information systems, English, etc.
   - If there is not a specific discipline notated on the website, applicants may apply under the general adjunct application pool at [https://careers.kccd.edu/postings/7674](https://careers.kccd.edu/postings/7674)

3. **Materials**
   - Applicants will need to attach the following to the online application:
     resume, transcripts (copies are fine for the application but when hired official transcripts will need to be submitted to HR), plus any relevant materials as needed

4. **PC & HR Process**
   - Once the application is received, PC (division/faculty & administration) will review and forward the details to the Human Resources Dept for processing
   - HR will require TB clearance, DOJ clearance, etc.
   - HR will contact the applicant about completing the pre-employment process & documents. This may require a meeting with PC HR Dept.

5. **Approval:** Once all of the HR process has been completed, the employee will be issued with an employee ID number and information about obtaining the PC email account.

6. **Notification**
   - Upon completion, HR will notify the PC administration & staff about the new dual enrollment instructor
   - PC will notify the instructor & high school of the status.
**Instructor Requirements**

*As per the Memorandum of Understanding between the K-12 School District and the Kern Community College District (KCCD)*

1. KCCD may select instructors from K-12 District personnel nominated by the District, or other sources. K-12 District personnel will perform instructional duties on duty time. District personnel selected to be instructors remain employees solely of the K-12 District, subject to the authority of the District, but will also be subject to the authority of KCCD, specifically with regard to their duties as instructors. KCCD will exercise this authority in consultation with the District.

2. District May Nominate Instructors. K-12 District shall ensure that all instructor nominees are experienced, competent, dedicated personnel who have the personal attributes necessary for providing instruction in the Courses. District shall ensure that all instructor/staff nominees possess any Certificates or other training indicia that may be required including, but not limited to the qualification requirements of Title 5 CCR 53410 and 58060.

3. KCCD Shall Determine Instructor Requirements. KCCD shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction.

4. K-12 District is Responsible for its Own Personnel. K-12 District’s personnel will perform these services on duty time. K-12 District personnel performing their services will be employees solely of K-12 District, subject to the authority of K-12 District, but will also be subject to the direction of KCCD, specifically with regard to their duties pertaining to the courses described. KCCD has the primary right to control and direct such activities.

Therefore,

a. The high school teacher interested in teaching the designated college class shall follow all the necessary procedures as required by KCCD Human Resources for hiring purposes.

b. The division/faculty and college administration will review the application details to determine a possible hire.

   i. The high school teacher hired specifically for this purpose will be subject to the same evaluation processes as required for all adjunct faculty members at the college. The division will be part of the evaluation process for the adjunct instructor.
Instruction Expectations

As per the Memorandum of Understanding:

- The instructional services provided by K-12 District personnel shall include development of appropriate lectures.
- The lectures will conform to the approved curriculum and course outlines and recommendations of experienced KCCD instructors.
- Instructional presentations shall incorporate planned practical demonstrations, as may be necessary, and use audiovisual techniques or equipment and vocational equipment.
- All guest instructional presentations, including practical demonstrations and demonstrations of vocational equipment, are subject to the advance approval of KCCD.

Additionally,

- Dual Enrollment instructors must check their class rosters regularly and compare to the list of high school students who are supposed to be in the class
- Abide by the deadlines and dates as required by Porterville College for census, drops, grades, etc.
- Attend Porterville College meetings as required
- Abide by the course outline of record
- Develop a syllabus for the class and submit a copy of the syllabus to the appropriate Dean of Instruction at Porterville College
- Maintain and upheld college curriculum rigor (as if taught on the PC campus)
- Porterville College may periodically visit the classes as needed
Accessing BANWEB through Inside PC

(To enter grades, print our rosters, drop students, etc.)

**STEP 1:** Go to the Porterville College website [www.portervillecollege.edu](http://www.portervillecollege.edu)

**STEP 2:**
- From the Porterville College website [www.portervillecollege.edu](http://www.portervillecollege.edu)
- Log in to **InsidePC** (you will need your PC email address and password in order to login)
- Click on the **Faculty tab OR the Employee tab**
- In the Banner Self-Service Channel (located top left box), click on Banner Self Service
- Next, click on faculty & advisors tab

Banner self-service

- [Personal Information](#)
- [Faculty & Advisors](#)
- [Advisor Services](#)
- [Employee](#)
- [Finance](#)

**STEP 3:** Click “term selection” then select the current term from the drop down button. Submit.
Select Term
**STEP 4:** Next, choose/select the CRN from the drop down menu and submit.

**STEP 5:** Next in this screen, instructors have many options.

In this section, instructors can complete several activities, for example:

- Add/drop/withdraw options
- Post grades
- View/print class rosters
  - To access and print the class roster - Click on “Class Roster”. The following screen will appear.
At this point you can either print the “print-friendly roll sheet” OR you can download the roster to an excel spreadsheet. Both options are at the top of the page.
Grades: Steps/Process

1. From the faculty/advisor tab, the following options will appear. Select **Final Grade and Attendance Hours - Enter**
   - Term Selection
   - CRN Selection
   - Class Roster
   - Wait List
   - Add/Drop Listing
   - Registration Drop/Withdraw
   - **Final Grades and Attendance Hours - Enter**
   - Faculty Schedule
   - Faculty Detail Schedule
   - Electronic Gradebook (by special permission)
   - Electronic Gradebook by Student (by special permission)

2. Next, **select the term**. The following message should appear:
   - Information Select the Term for processing then press the Submit button.

   I understand I have access to student records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act (FERPA). I understand that the disclosure of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law and could be cause for disciplinary action including termination of my employment. I understand that by using Faculty Services I accept full responsibility for complying with the FERPA regulations.

   **Select a Term:** (Down arrow selection of terms) Click the applicable one for the semester/term for the grades you are about to enter

3. On the next tab will be the **CRN**, select the applicable course based on the CRN for the class you will be entering the grades

4. Next, **Final Grades Worksheet** – In this section,
   - instructors will enter the grades for each student in the class: There should be a down arrow with option of grades to be entered for each student.
   - If the student has stopped attending, the instructor will need to enter the last contact date with the student for students that a W.
   - Once completed, click the submit button.
   - Print out a copy of the grade sheet, sign, and submit to the Admissions & Records Office.

   For further questions or assistance, contact
   - Veronica Cruz at 559-791-2228 veronica.cruz@portervillecollege.edu, or
   - Janice Halopoff, 559-791-2269 jhalopof@portervillecollege.edu

   - Grades are due 3 business days after the last class meeting.
Porterville College Contacts:

Kailani Knutson, Dean of Instruction (College Point of Contact)
Email: KKnutson@portervillecollege.edu
Phone: (559) 791-2308

Erin Cruz, Director of Enrollment Services (College Point of Contact, Admissions)
Email: Ecruz@portervillecollege.edu
Phone: (559) 791-2332

Andrea Anaya, Admissions & Records Technician (Enrollment, Registration, etc.)
Email: Aanaya@portervillecollege.edu
Phone: (559) 791-2402

Dr. Joel Wiens, Faculty Liaison for Dual/Concurrent Instructors
Email: Jwiens@portervillecollege.edu
Phone: (559) 791-2288
Course Instructor Agreement

Whereas, __________ (“INSTRUCTOR”) desires to teach a college course for the Kern Community College District (KCCD), and;

Whereas the KCCD desires that INSTRUCTOR teach a college course for KCCD as part of its dual enrollment program with the Porterville Unified School District (DISTRICT);

Therefore KCCD and INSTRUCTOR (collectively known as the PARTIES) agree as follows:

1. INSTRUCTOR shall at all times during the term of this agreement be an employee of DISTRICT.

2. INSTRUCTOR represents that at all times during the term of this agreement INSTRUCTOR shall meet the minimum qualifications for teaching a community college course as provided in 5 CCR 53400-53430 and applicable KCCD policy.

3. INSTRUCTOR is not an employee of KCCD.

4. INSTRUCTOR agrees that when INSTRUCTOR is providing instruction for a college course, KCCD shall have the primary right to control and direct the instructional activities of INSTRUCTOR. INSTRUCTOR shall be considered an employee of KCCD for the limited purpose of rendering instructional services under the terms of this agreement.

5. INSTRUCTOR shall comply with all applicable policies and procedures of KCCD in rendering instructional services under this agreement. INSTRUCTOR shall also comply with all applicable state and federal statutes and regulations in rendering services under this agreement.

6. INSTRUCTOR understands and agrees that INSTRUCTOR’s performance under this agreement shall be evaluated by KCCD as provided in California Education Code Section 87663 (a).

7. The Memorandum of Understanding for Dual Enrollment between KCCD and District (“MOU”) is incorporated by reference as if fully set forth herein. In the event of a conflict between this agreement and the MOU the provisions of the MOU shall prevail.